

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

STATISTICAL TECHNICIAN

JOB DESCRIPTION

Employees in this job perform a variety of statistical tasks for the systematic collection, compilation, analysis, and interpretation of numerical data.

There are three classifications in this job.

Position Code Title – Statistical Technician-E

Statistical Technician 8

This is the entry level. The employee works in a learning capacity performing a range of statistical technician assignments under close supervision and guidance.

Statistical Technician 9

This is the intermediate level. The employee works in the developing capacity with increased responsibility for performing a range of statistical technician assignments.

Statistical Technician E10

This is the experienced level. The employee performs a full range of statistical technician assignments and uses independent judgment to apply and interpret statistical formulas.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Collects and compiles social, economic, scientific, or engineering data.

Sets up forms for data collection.

Computes mean, median, mode, and standard deviation from data collected.

Formulates hypotheses and performs tests of significance, analysis of variance, correlation, and regression analysis statistical tests without computer assistance.

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Interprets statistical data and composes narrative reports to accompany statistical results.

Designs forms, tables, graphs, and charts to display data.

Develops survey-sampling techniques.

Develops survey questionnaires.

Assists professional staff in designing and conducting survey and research.

Recommends refinements in methodology to professional staff.

Prepares materials for special reports.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of descriptive statistics.

Knowledge of inferential statistics.

Knowledge of survey sampling techniques and methods.

Knowledge of tabulating and graphing data.

Knowledge of statistical tests of significance.

Knowledge of statistical measure of relationship.

Knowledge of survey research design.

Knowledge of algebra.

Knowledge of experimental design.

Ability to analyze and interpret statistical data.

Ability to read statistical tables.

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Ability to apply the correct statistical formula for the data collected and hypothesis formulated.

Ability to correctly apply arithmetic computations accurately.

Ability to assist professional staff in conducting special surveys.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of an associate's degree in any major, with not less than 6 semester credits (9 term) in statistics.

Experience

Statistical Technician 8

No specific type or amount of experience is required.

Statistical Technician 9

One year of experience performing survey sampling and statistical computations and analysis as a statistical technician.

Statistical Technician E10

Two years of experience performing survey sampling and statistical computations and analysis as a statistical technician.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
STATISTCH	Statistical Technician

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Statistical Technician-E	STATTCHE	W41-018
Statistical Technician-E	STATTCHE	W41-001

ECP Group 1
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